

Issued: July 14, 2015

**CITY OF AUBURN  
MUNICIPAL CIVIL SERVICE COMMISSION  
AUBURN, NY 13021  
Announces an Open Competitive Examination  
EXAMINATION # 67-595  
\*\*\*\* SANITATION FOREPERSON \*\*\*\***

**EXAMINATION DATE: September 12, 2015  
LAST FILING DATE: August 10, 2015  
APPLICATIONS MUST BE POSTMARKED  
NO LATER THAN: August 10, 2015**

**Salary: \$40,492 - \$60,101**

**Minimum Qualifications:**

- (a) Graduation from a regionally accredited college or university or one accredited by the New York State of Regents to grant degrees with an Associate's degree and one (1) year of experience in sanitary landfill operations or the collection and disposal of solid waste refuse; OR
- (b) Graduation from high school or possession of a high school equivalency diploma and three (3) years' experience as stated in (a) ; OR
- (c) An equivalent combination of education and experience as defined by the limits of (a) and (b) above.

**A copy of your diploma must be submitted with application.**

**Driver's License:** Candidates must possess a valid New York State Commercial Class B Operator's license with air brakes at time of appointment. **A copy of your current license must be submitted with your application.**

**Vacancy:** At present no vacancies exist in the City of Auburn. The eligible list established as a result of this examination will be used to fill vacancies as they may occur.

**Residency Requirement:** Candidates must be legal residents of Cayuga County or one of the contiguous counties (Oswego, Onondaga, Cortland, Tompkins, Seneca or Wayne) for at least one (1) month immediately preceding the date of the written examination. Preference in certification for appointment may be given to residents of the City of Auburn under section 23-4A of civil service law. In accordance with the policies of the City of Auburn, you must to comply with the residency requirements outlined in your contract.

**Application Fee:** The fee of \$15.00 is required for each separately numbered examination for which you apply. This must accompany your application.

- Send Check or Money Order payable to the CITY TREASURER

Write the Exam Number on the check or money order    **\*\*DO NOT SEND CASH**

As no refunds will be made if your application is disapproved, be sure to check your qualifications carefully with the requirements for admission and file for this exam only if you are clearly qualified.

**Distinguishing Features of the Class:**

The work involves responsibility for supervising the activities in the collection of solid waste and overseeing the equipment use in the Solid Waste Department. The incumbent in this position is responsible for staff and equipment assignments and ensuring the proper maintenance, use and repair of solid waste collection equipment. The work is performed under the general supervisor with leeway allowed for the exercise of independent judgment in carrying out routine tasks. The incumbent exercises direct supervision over laborers and motor equipment operators and does related work as required.

**Subject of the Examination:**

Subjects of examination: A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

1. Office record keeping

These questions test your ability to perform common office record keeping tasks. The test consists of two or more "sets" of questions, each set concerning a different problem. Typical record keeping problems might involve the organization or collation of data from several sources; scheduling; maintaining a record system using running balances; or completion of a table summarizing data using totals, subtotals, averages and percents. You should bring with you a hand-held battery- or solar-powered calculator for use on this test. You will not be permitted to use the calculator function of your cell phone.

2. Solid waste resource recovery technology, including composting, materials recovery and recycling, and marketing of recyclables

These questions test for knowledge of the principles, practices, and technology involved in the solid waste reduction and resource recovery processes, including waste stream analysis, classification, and separation, materials recovery, reduction, reuse, recycling, and marketability, and composting of organic materials.

3. Scheduling of work and equipment

These questions test for knowledge of work scheduling principles and for the ability to arrange work and equipment assignments in a manner that will achieve work goals while staying within scheduling criteria. This may include such areas as setting up vacation or work schedules, taking into consideration such factors as seniority, work skills, duty hours, and shift coverage.

**4. Practices, procedures, and equipment used in rubbish and garbage collection**

These questions test for knowledge of the proper practices, procedures, and typical equipment used in refuse and garbage collection, including collection route management and safety practices.

**5. Supervision**

These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available on line at: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm)

**Calculators: Use of calculators is ALLOWED.**

Candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries, or any similar devices are prohibited. No beepers or cell phones are allowed in the examination room.

**Religious Observer:** If you need special arrangements to take this Examination because you are a religious observer (for religious reasons you cannot be tested on the scheduled examination date), you must check box **6-A** on page 1 of the application. We will send you an admission notice with special arrangements for the time, date and place of your examination.

**Multiple Examinations on Same Day (Cross Filers):** If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State examination center.

**Special Accommodations:** If you are a person with a disability and need accommodation in order to participate in the examination, check box **6-B** on page 1 of the application. Then on or before the last filing date of the examination, you should describe the accommodations you need in a separate letter to the Auburn Civil Service Commission.

**Military/Active Duty:** Any candidate who is approved to take this examination and who is serving on active duty on the date of this exam, may be eligible for a military make-up exam at a later date.

**Veteran's Credits:** Veterans or Disabled Veterans who have served on active duty during creditable periods of war will be eligible for veteran credits. The applications for veteran credits are available in the Auburn Civil Service Office. All veteran credits applications must be notarized and accompanied by a certified copy of your DD-214. Both forms must be submitted to the Auburn Civil Service Office before the eligible list is established.

This examination is being prepared and rated by the N.Y.S. Department of Civil Service in accordance with Section 23.2 of Civil Service Law. The provisions of N.Y.S. Civil Service Rules and Regulations dealing with the rating of examinations will apply to this test.

**How to apply:** You may obtain applications from the Auburn Civil Service Office at Memorial City Hall between the hours of 8:00am and 4:00pm. Applications also available on the City of Auburn Civil Service website: [www.auburnny.gov](http://www.auburnny.gov). To request by mail, send a self-addressed (.96 postage) envelope to:

Auburn Civil Service Commission  
Memorial City Hall (Room 211)  
24 South Street  
Auburn, NY 13021

**Place of Examination:** Approved candidates will be notified by mail regarding the time and place of the exam in Auburn. If notice of approval or disapproval is not received seven (7) days prior to the exam date, please notify the Auburn Civil Service Office

**General Instructions and Information**

1. Falsification of any part of the "Application for Examination" will result in disqualification.
2. Applicants must answer every question on the application and make sure it is complete in all respects. Incomplete applications will be disapproved.
3. Appointments from an eligible list must be made from the top three candidates willing to accept the appointment. The duration of the eligible list must be fixed for a minimum period of one (1) year and a maximum period of four (4) years.
4. It is the responsibility of the candidate to notify the Auburn Civil Service Office of any changes of name and/or address. No attempt will be made to locate candidates who have moved.
5. The passing grade for this examination is 70.0

If you are taking another civil service exam scheduled for the same day as this exam, please note this on your application. Include the exam number, title and the Civil Service agency that is holding the exam. (See Cross-Filers Statement)

**Auburn Civil Service Commission:**

**Daniel J. Emmi  
Diane R. Gove  
John C. Hardy**

**An equal opportunity employer.**